

**Subcontractor Qualification Questionnaire**

929 West Adams Street, Chicago, IL 60607  
 Phone: 312.563.5400 Fax: 312.429.0651



*Complete this form (adding attachments as necessary) to provide a basis for evaluation of your firm's qualifications.*

*Subcontractors / Vendors / Service Providers (referred to herein as the "Firm") must complete this Subcontractor Qualification Questionnaire ("Questionnaire") as requested by us (referred to herein as the "Company"). This Questionnaire will be valid for a period of two (2) years from date of execution or until significant changes occur to data provided (whichever is shorter). Provided the Firm has a valid Questionnaire on file, the Firm will not have to complete a new Questionnaire. Other project specific forms, however, must still be completed as requested.*

**1. General Information:**

Business Entity Name (the "Firm"): \_\_\_\_\_

Firm Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Firm Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Tax ID #: \_\_\_\_\_ Year Started: \_\_\_\_\_ State of Origin: \_\_\_\_\_

No. of Employees: (Full-Time) \_\_\_\_\_ (Part-Time) \_\_\_\_\_ (Seasonal) \_\_\_\_\_ (1099) \_\_\_\_\_  
*(Include Owner(s) In Full-Time Above)*

Geographic Area(s) or State(s) Can Work: \_\_\_\_\_

Prior Foreign Capabilities (Y/N): \_\_\_\_\_ Specify Country(ies): \_\_\_\_\_

Primary NAICS Code: \_\_\_\_\_ Other Applicable NAICS Code(s): \_\_\_\_\_  
*(Refer to <http://www.sba.gov/content/table-small-business-size-standards> for list of NAICS codes.)*

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Union (Y/N): \_\_\_\_\_ (If "YES", complete below table. Add separate sheet(s) if necessary.)

Trade	Local Number	County	State	Dues Current (Y/N)

Contractor's License(s) - (Attach separate sheet(s) if necessary):

State	License No.	State	License No.

2. **Type of Entity** (check one):      ☐ Corporation      ☐ Partnership      ☐ Sole Proprietorship  
☐ Limited Liability Company      ☐ Joint Venture      ☐ Other: \_\_\_\_\_

If Firm is a Joint Venture, provide list of all partner firms and/or parties to the Joint Venture:

Partner/Party Name	% of Ownership

(This Questionnaire must also be completed by each Joint Venture Partner/Party noted in the table above.)

3. **Type of Business** (Check all that apply):      ☐ Architecture      ☐ Engineering      ☐ Consulting      ☐ GC/CM  
☐ Testing Agency      ☐ Subcontractor      ☐ Vendor/Supplier      ☐ Other: \_\_\_\_\_

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#### 4. Business Classifications: (Check ALL that apply. Refer to definitions provided on pages 14 and 15.)

**4a. Small Business Administration (SBA) Classifications:** (refer to <http://www.sba.gov/content/table-small-business-size-standards> for size standard thresholds. (1) For HUBZoneSB and SDB8(a), only select if currently certified by the SBA.)

☐ SB (if you didn't check "SB", proceed to section 4b without checking the remaining options within section 4a.)

☐ SDB                      ☐ WOSB                      ☐ HUBZoneSB<sup>(1)</sup>                      ☐ VOSB

☐ SDB8(a)<sup>(1)</sup> (also check "SDB" and "SB")                      ☐ SD-VOSB (also check "VOSB" and "SB")

**4b. Other Business Classifications:** (\* = Provide copy/proof of certification(s).)

☐ ANC (Alaskan Native Corporation)                      (NOTE: "ANC", "IEE", & "TO" auto qualify as "SB" & "SDB", regardless of size. If you checked "ANC", "IEE", or "TO", also check "SB" & "SDB" in section 4a above. "ANC" is also "TO". If you checked "ANC", also check "TO".)

☐ IEE (Indian Economic Enterprise)

☐ TO (Tribally Owned)

☐ DBE\*                      ☐ MBE\*                      ☐ WBE\*                      ☐ SBE\*                      ☐ VOB                      ☐ DVBE

☐ NHO                      ☐ HBCU/MI                      ☐ AbilityOne                      ☐ Other \_\_\_\_\_

**4c.** Ever been denied, decertified, or graduated out of any certification program(s) (Y/N): \_\_\_\_\_

If "YES", Explain: \_\_\_\_\_

**4d.** Applications pending for any certification program(s) (Y/N): \_\_\_\_\_ (If "YES", provide details below)

Certification Name / Type	Date Application Submitted	Certifying Agency

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5. **Bonding:** Bondable (Y/N): \_\_\_\_\_ (if "YES", provide confirmation letter from bonding company (surety) and details below. If "NO", skip to section 6)

Project Limit: \$ \_\_\_\_\_ Aggregate Limit: \$ \_\_\_\_\_

Bonding Co.: \_\_\_\_\_ Since: \_\_\_\_\_ A.M. Best Rating: \_\_\_\_\_

Broker / Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

6. **Insurance** (select all that apply): ☐ Work. Comp. ☐ G.L. ☐ Auto ☐ Excess Umbrella

(Provide sample Insurance Certificate, showing coverage limits.)

Insurance Co.: \_\_\_\_\_ Since: \_\_\_\_\_ A.M. Best Rating: \_\_\_\_\_

Broker / Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

7. **Safety:** Written Safety Program (Y/N): \_\_\_\_\_ OSHA 30 Hr. Trained Employees (Approx. Qty.): \_\_\_\_\_

OSHA Incident Rate: Current Yr: \_\_\_\_\_ Prior Yr: \_\_\_\_\_ 2 Yrs. Prior: \_\_\_\_\_

Worker's Comp. EMR: Current Yr: \_\_\_\_\_ Prior Yr: \_\_\_\_\_ 2 Yrs. Prior: \_\_\_\_\_

(If not enough Work. Comp. experience, enter "1.00". If don't have Work Comp insurance, enter "N/A")

OSHA 300A Log (Check One): Attached: \_\_\_\_\_ Exempt: \_\_\_\_\_

(Copy of 300A Log is required if Firm employed more than ten (10) employees all of last calendar year, unless otherwise exempt. Refer to <https://www.osha.gov/recordkeeping/pub3169text.html> for additional info and list of OSHA exempt establishment types.)

8. **Financial:** D&B Number: \_\_\_\_\_ Approx. Work Backlog Value: \$ \_\_\_\_\_

Smallest / Largest Proj. Comfortable Handling: \$ \_\_\_\_\_ / \$ \_\_\_\_\_

9. **Gov. Clearances:** FCL – Facility Clearance (Y/N): \_\_\_\_\_ PCL – Personal Clearances (Y/N – Qty): \_\_\_\_\_ -- \_\_\_\_\_

FSO – Facility Security Officer: \_\_\_\_\_  
(name) (email)

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**10. Office Facilities** (*check one*):      ☐ Own      ☐ Lease/Rent (*Provide additional information below.*)

Office Facility Owner's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**11.** Does Firm share office space, staff, or equipment (including phone exchanges) with any other business(es) or organizations (Y/N): \_\_\_\_\_ If "YES", list below:

Entity Name	Tax ID #	Description and Basis for Share

**12. Client References:**

Name	Company	Phone	email

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### **13. Largest Current Projects** (*Limit to ten (10) largest by contract value.*):

<b>Project Name</b> ----- <b>Your Scope</b>	<b>Client Name</b> ----- <b>Project Location</b>	<b>Contract Value</b>	<b>Anticipated Completion Date</b>
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**14. Largest Completed Projects** (*Limit to three (3) largest completed within the last five (5) years.*):

Project Name Your Scope	Client Name Project Location	Contract Value	Completion Date

**15. Brief Capabilities Statement** (*Attach separate sheet if necessary*):



**16.** Items of work typically subcontracted to lower tiers (not self-performed) by your Firm? \_\_\_\_\_

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**17. Select all items that your Firm self-performs with own forces (Check ALL that apply from Pages 8-13)**

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**ONLY SELECT THE ITEMS THAT YOU HAVE ABILITY TO SELF-PERFORM WITH OWN FORCES**

### **01 GENERAL CONDITIONS**

- ☐ 0121 Mobile Trailers
- ☐ 0123 Temp Utilities
- ☐ 01.2343 Gas/Propane
- ☐ 01.2356 Rubbish Boxes
- ☐ 01.2369 Portable Toilets
- ☐ 0133 Cleaning / Janitorial Services
- ☐ 0135 Site Protection
- ☐ 01.3503 Rodent / Pest Control
- ☐ 01.3509 Security Guard Services
- ☐ 0137 Safety
- ☐ 01.3700 Safety Consulting
- ☐ 01.3703 Safety Equip. / Supplies
- ☐ 0139 QAQC Consulting
- ☐ 0161 Office Supplies & Equip
- ☐ 01.6133 Messenger Services
- ☐ 01.6136 Office Furniture
- ☐ 0163 Printing / Doc Mgmt Services
- ☐ 0164 Photographic Services
- ☐ 0165 Arch. / Eng. / Consulting Services
- ☐ 01.6513 Surveying
- ☐ 01.6516 Scheduling
- ☐ 01.6519 Geotechnical
- ☐ 01.6543 Structural
- ☐ 01.6549 Testing
- ☐ 01.6553 Legal
- ☐ 01.6559 Architectural

- ☐ 01.6563 MEP
- ☐ 01.6566 Civil
- ☐ 01.65xx Other: \_\_\_\_\_
- ☐ 0170 Equipment Rentals

### **02 EXISTING CONDITIONS**

- ☐ 0241 Demolition
- ☐ 026 Contam Site Mtrl Removal (Special Waste or Contaminated Soils)
- ☐ 0262 Underground Storage Tank Removal
- ☐ 027 Water Remediation (Treatment or Decontamination)
- ☐ 028 Facility Remediation (Asbestos, Lead, Mold, etc.)

### **03 CONCRETE**

- ☐ 033 Cast-In-Place Concrete
- ☐ 03.3713 Shotcrete
- ☐ 034 Precast Concrete
- ☐ 0341 Precast Structural Concrete (PSC)
- ☐ 03.4113 PSC Hollow Core Plank
- ☐ 03.4116 PSC Slabs
- ☐ 03.4119 PSC Tees
- ☐ 03.4123 PSC Stairs
- ☐ 03.4140 PSC Girders
- ☐ 0345 Precast Architectural Concrete
- ☐ 0347 Site-Cast Concrete
- ☐ 03.4713 Tilt-Up Concrete
- ☐ 03.4716 Lift-Slab Concrete



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<input type="checkbox"/>	0353	Concrete Toppings	<input type="checkbox"/>	07.5300	Elastomeric Membrane Rfng
<input type="checkbox"/>	038	Concrete Cutting & Boring	<input type="checkbox"/>	07.5400	Thermoplastic Membr Rfng
<input type="checkbox"/>	<b>04 MASONRY</b>		<input type="checkbox"/>	07.5500	Protected Membrane Rfng
<input type="checkbox"/>	<b>05 METALS</b>		<input type="checkbox"/>	07.5600	Fluid-Applied Roofing
<input type="checkbox"/>	051	Structural Metal Framing	<input type="checkbox"/>	07.5700	Coated Foamed Roofing
<input type="checkbox"/>	052	Metal Joists	<input type="checkbox"/>	07.5800	Roll Roofing
<input type="checkbox"/>	053	Metal Decking		078	Fire & Smoke Protection
<input type="checkbox"/>	054	Cold-Formed Metal Framing	<input type="checkbox"/>	07.8100	Applied Fireproofing
<input type="checkbox"/>	055	Misc Metals	<input type="checkbox"/>	07.8400	Firestopping
<input type="checkbox"/>	057	Decorative Metals	<input type="checkbox"/>	07.8600	Smoke Seals
<input type="checkbox"/>	<b>06 WOODS, PLASTICS, COMPOSITES</b>		<input type="checkbox"/>	079	Joint Protection
<input type="checkbox"/>	061	Rough Carpentry	<input type="checkbox"/>	07.9100	Preformed Joint Seals
<input type="checkbox"/>	062	Finish Carpentry	<input type="checkbox"/>	07.9200	Joint Sealants
<input type="checkbox"/>	064	Arch Wdwrk or Casework (Fab / Sales)	<input type="checkbox"/>	07.9500	Expansion Control
<input type="checkbox"/>	065	Structural Plastics (Fab / Sales)		<b>08 OPENINGS</b>	
<input type="checkbox"/>	066	Plastics (Fab / Sales)		081	Doors & Frames
<input type="checkbox"/>	067	Structural Composites (Fab / Sales)	<input type="checkbox"/>	08.1100	Metal Doors & Frames
<input type="checkbox"/>	068	Composites (Fab / Sales)	<input type="checkbox"/>	08.1400	Wood Doors
<input type="checkbox"/>	<b>07 THERMAL &amp; MOISTURE PROTECTION</b>		<input type="checkbox"/>	083	Specialty Doors & Frames
<input type="checkbox"/>	071	Damproofing & Waterproofing	<input type="checkbox"/>	08.3100	Access Doors & Panels
<input type="checkbox"/>	072	Thermal Protect & Weather Barriers	<input type="checkbox"/>	08.3200	Sliding Glass Doors
<input type="checkbox"/>	073	Steep Slope Roofing	<input type="checkbox"/>	08.3300	Coiling Doors & Grilles
<input type="checkbox"/>	074	Roofing & Siding Panels	<input type="checkbox"/>	08.3400	Specialty Function Doors
<input type="checkbox"/>	075	Membrane Roofing	<input type="checkbox"/>	08.3500	Folding Doors & Grilles
<input type="checkbox"/>	07.5100	Built-Up Bitum Rfng	<input type="checkbox"/>	08.3600	Panel Doors
<input type="checkbox"/>	07.5200	Mod Bitum Memb Rfng	<input type="checkbox"/>	08.3700	Traffic Doors

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<input type="checkbox"/>	08.3800	Pressure Resistant Doors	<input type="checkbox"/>	09.5700	Specialty Function Ceilings	
<input type="checkbox"/>	08.3900	Vault Doors		096	Flooring	
	084	Entrances, Storefronts, Curtain Walls	<input type="checkbox"/>		09.6300	Masonry Flooring
<input type="checkbox"/>	08.4100	Entrances & Storefronts	<input type="checkbox"/>		09.6400	Wood Flooring
<input type="checkbox"/>	08.4400	Curtain Wall & Glazed Assemblies	<input type="checkbox"/>		09.6500	Resilient Flooring
	085	Windows	<input type="checkbox"/>		09.6600	Terrazzo Flooring
<input type="checkbox"/>	08.5100	Metal Windows	<input type="checkbox"/>		09.6700	Fluid-Applied Flooring
<input type="checkbox"/>	08.5200	Wood Windows	<input type="checkbox"/>		09.6800	Carpeting
<input type="checkbox"/>	08.5400	Composite Windows		097	Wall Finishes	
<input type="checkbox"/>	08.5500	Pressure-Resistant Win	<input type="checkbox"/>		09.7200	Wall Coverings
<input type="checkbox"/>	08.5600	Special Function Windows	<input type="checkbox"/>		09.7300	Wall Carpeting
<input type="checkbox"/>	086	Roof Windows & Skylights	<input type="checkbox"/>		09.7400	Flexible Wood Sheets
<input type="checkbox"/>	087	Hardware	<input type="checkbox"/>		09.7500	Stone Facing
<input type="checkbox"/>	088	Glazing	<input type="checkbox"/>		09.7600	Plastic Blocks
<input type="checkbox"/>	089	Louvers & Vents	<input type="checkbox"/>		09.7700	Special Wall Surfacing
	<b>09 FINISHES</b>			098	Acoustic Treatment	
	092	Plaster & Gypsum Board Assemblies	<input type="checkbox"/>		09.8100	Acoustic Insulation
<input type="checkbox"/>	09.2113	Plaster Assemblies	<input type="checkbox"/>		09.8300	Acoustic Finishes
<input type="checkbox"/>	09.2116	Gyp Board Assemblies	<input type="checkbox"/>		09.8400	Acoustic Room Components & Panels
<input type="checkbox"/>	093	Tiling				
	095	Ceilings	<input type="checkbox"/>	099	Painting & Coating	
<input type="checkbox"/>	09.5100	Acoustic Ceilings		<b>10 SPECIALTIES</b>		
<input type="checkbox"/>	09.5300	Acoustic Cng Susp Sys		101	Information Specialties	
<input type="checkbox"/>	09.5400	Specialty Ceilings	<input type="checkbox"/>		10.1100	Visual Display Surfaces
<input type="checkbox"/>	09.5600	Textured Ceilings	<input type="checkbox"/>		10.1200	Display Cases

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<input type="checkbox"/>	10.1300	Directories	<input type="checkbox"/>	107	Exterior Specialties
<input type="checkbox"/>	10.1400	Signage	<input type="checkbox"/>	10.7100	Exterior Protection (Sun Control or Storm Panels)
<input type="checkbox"/>	10.1700	Telephone Specialties	<input type="checkbox"/>	10.7300	Protective Covers, Awnings, & Canopies
<input type="checkbox"/>	10.1800	Information Kiosks	<input type="checkbox"/>	10.7400	Manufact Ext Specialties (Ext Clocks, Cupolas, Spires, Steeples, Weathervanes, & Window Wells)
102	Interior Specialties		<input type="checkbox"/>	10.7500	Flagpoles
<input type="checkbox"/>	10.2113	Toilet Compartments	<input type="checkbox"/>	108	Other Specialties
<input type="checkbox"/>	10.2116	Shower & Dressing Compartments	<input type="checkbox"/>	10.8000	Other: _____
<input type="checkbox"/>	10.2123	Cubicles	<b>11 EQUIPMENT</b>		
<input type="checkbox"/>	10.2200	Partitions	<input type="checkbox"/>	1112	Parking Control Equipment
<input type="checkbox"/>	10.2500	Service Walls	<input type="checkbox"/>	1113	Loading Dock Equipment
<input type="checkbox"/>	10.2600	Wall & Door Protection	<input type="checkbox"/>	1116	Vault Equipment
<input type="checkbox"/>	10.2800	Toilet, Bath, & Laundry Accessories	<input type="checkbox"/>	1119	Detention Equipment
<input type="checkbox"/>	103	Fireplaces & Stoves	<input type="checkbox"/>	1123	Commercial Laundry & Dry Cleaning Equipment
104	Safety Specialties		<input type="checkbox"/>	1131	Residential Appliances
<input type="checkbox"/>	10.2810	Emergency Access & Info Cabinets	<input type="checkbox"/>	1133	Retractable Stairs
<input type="checkbox"/>	10.2820	Emergency Aid Specialties	<input type="checkbox"/>	1140	Foodservice Equipment
<input type="checkbox"/>	10.2830	Fire Protection Specialties	<input type="checkbox"/>	1152	Audio-Visual Equipment
105	Storage Specialties		<input type="checkbox"/>	1153	Laboratory Equipment
<input type="checkbox"/>	10.5100	Lockers	<input type="checkbox"/>	1161	Theater & Stage Equipment
<input type="checkbox"/>	10.5500	Postal Specialties	<input type="checkbox"/>	1166	Athletic Equipment
<input type="checkbox"/>	10.5600	Storage Assemblies			
<input type="checkbox"/>	10.5700	Wardrobe / Closet Specialties			

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- ☐ 1168 Play Field Equip & Structures
- ☐ 1182 Solid Waste Handling Equipment
- ☐ 1190 Other Equip: \_\_\_\_\_

#### **12 FURNISHINGS**

- ☐ 122 Window Treatments
- ☐ 123 Casework & Countertops
- ☐ 12.3000 Casework
- ☐ 12.3600 Countertops
- ☐ 12.3653 Laboratory Countertops
- ☐ 124 Furnishings & Accessories
- ☐ 12.4633 Waste Receptacles
- ☐ 12.4643 Monitor Support Systems
- ☐ 12.4813 Entrance Floor Mats & Frames
- ☐ 12.4819 Entrance Floor Grilles
- ☐ 126 Multiple Seating
- ☐ 12.6100 Fixed Audience Seating
- ☐ 12.6313 Stadium Bench Seating
- ☐ 12.6613 Telescoping Bleachers
- ☐ 12.6700 Pews & Benches
- ☐ 129 Other Furnishings
- ☐ 12.9200 Int Planters & Plantings
- ☐ 12.9300 Site Furnishings

#### **13 SPECIAL CONSTRUCTION**

- ☐ 1311 Swimming Pools
- ☐ 1312 Fountains

- ☐ 1313 Aquariums
- ☐ 1318 Ice Rinks
- ☐ 1321 Controlled Environment Rooms
- ☐ 1327 Vaults
- ☐ 1331 Fabric Structures
- ☐ 1332 Space Frames
- ☐ 1333 Geodesic Structures

#### **14 CONVEYING SYSTEMS**

- ☐ 141 Dumbwaiters
- ☐ 142 Elevators
- ☐ 143 Escalators & Moving Walks
- ☐ 144 Lifts
- ☐ 147 Turntables
- ☐ 148 Scaffolding
- ☐ 149 Other Conveying Equipment
- ☐ 1491 Facility Chutes
- ☐ 1492 Pneumatic Tube Systems

#### **21 FIRE SUPPRESSION**

#### **22 PLUMBING**

#### **23 HVAC**

#### **25 INTEGRATED AUTOMATION**

#### **26 ELECTRICAL**

#### **27 COMMUNICATION**

#### **28 ELECTRONIC SAFETY & SECURITY**

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- |  |  |
|--|--|
| <input type="checkbox"/> <b>31 EARTHWORK</b>                       | <input type="checkbox"/> 32.3100 Fences & Gates  |
| <input type="checkbox"/> 31.2319 Dewatering                        | <input type="checkbox"/> 32.3200 Retaining Walls   |
| <input type="checkbox"/> 31.2336 Trucking                          | <input type="checkbox"/> 32.8400 Landscape Irrigation  |
| <input type="checkbox"/> 31.2513 Silt Fencing                      | <input type="checkbox"/> 32.9000 Landscaping (Exterior)  |
| <input type="checkbox"/> 31.3200 Soil Stabilization                | <input type="checkbox"/> <b>33 UTILITIES</b>   |
| <input type="checkbox"/> 31.6200 Driven Piles                      | <input type="checkbox"/> <b>34 TRANSPORTATION</b>  |
| <input type="checkbox"/> 31.6300 Bored / Drilled Piles & Caissons  | <input type="checkbox"/> <b>35 WATERWAY &amp; MARINE CONTRUCTION</b>                                       |
| <input type="checkbox"/> 31.7300 Tunneling                         | <input type="checkbox"/> <b>40 PROCESS INTEGRATION</b>   |
| <input type="checkbox"/> <b>32 EXTERIOR IMPROVEMENTS</b>           | <input type="checkbox"/> <b>41 MATERIAL PROCESSING &amp; HANDLING EQUIP</b>                                |
| <input type="checkbox"/> 32.1216 Asphalt Paving                    | <input type="checkbox"/> <b>42 PROCESS HEATING, COOLING, &amp; DRYING EQUIP</b>                            |
| <input type="checkbox"/> 32.1313 Concrete Paving                   | <input type="checkbox"/> <b>43 PROCESS GAS &amp; LIQUID HANDLING, PURIFICATION &amp; STORAGE EQUIPMENT</b> |
| <input type="checkbox"/> 32.1400 Unit Paving                       | <input type="checkbox"/> <b>44 POLLUTION CONTROL EQUIPMENT</b>   |
| <input type="checkbox"/> 32.1613 Concrete Curbs & Gutters          | <input type="checkbox"/> <b>45 INDUSTRY SPECIFIC MANUFACTURING EQUIP</b>                                   |
| <input type="checkbox"/> 32.1800 Athletic & Recreational Surfacing | <input type="checkbox"/> <b>48 ELECTRICAL POWER GENERATION</b>   |

### VERIFICATION

I \_\_\_\_\_, being duly sworn, an employee and Officer of \_\_\_\_\_, depose and say: as of the execution date of this Subcontractor Qualification Questionnaire, the information contained herein is accurate and complete.

Officer Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



*I wish to "Opt-Out" of future (other) bid opportunity email notifications and am only interested in the opportunity pertaining to this specific questionnaire. By "Opting-Out" I understand that I **WILL NOT** receive email notifications on future (other) bid opportunities unless I specifically "opt back in" via written correspondence.*

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### **Business Classifications:** Descriptions and Definitions

Business classifications indicated on the Subcontractor Qualification Questionnaire shall be based on the Primary NAICS Code indicated and the definitions herewith. For companies that use more than one NAICS code, the Primary NAICS code shall represent the scope of work most often provided. The definitions provided herewith are not guaranteed and shall not waive the certifying company's responsibility to review and understand the definitions pursuant to the Federal Acquisition Regulation (FAR) part 19.7 or 52.219-8 (<http://www.acquisition.gov/far/>). Where the below definitions conflict with those provided in the FAR, the FAR definition shall govern. If you have difficulty ascertaining your size status, refer to SBA's website at <http://www.sba.gov/content/table-small-business-size-standards> or contact your local SBA office.

### **Small Business Administration (SBA) Classifications:**

- Refer to definitions provided on the Small Business Self-Certification Form for the following SBA classifications: SB, SDB, SDB8(a), WOSB, HUBZoneSB, VOSB, and SD-VOSB.

### **Other Business Classifications:**

- **ANC:** "Alaskan Native Corporation". Refer to definition provided on the Small Business Self-Certification Form.
- **IEE:** "Indian Economic Enterprise" is any Indian-owned (as defined by the Secretary of the Interior) commercial, industrial, or business activity established or organized for the purpose of profit: Provided, that such Indian ownership shall constitute not less than 51 per centum of the enterprise.
- **TO:** "Tribally Owned". Refer to definition provided on the Small Business Self-Certification Form.
- **DBE:** "Disadvantaged Business Enterprise" is similar to the definition of "MBE", but Small Business WBEs may also qualify. DBE certification is controlled by varying agencies across the United States, but is predominantly used by state and Federal Departments of Transportation as well as local airport authorities. Official DBE certification is required and certification requirements may vary between agencies.
- **MBE:** "Minority Business Enterprise" is an independent business concern that is at least 51% owned and controlled by one or more socially and economically disadvantaged individuals who are U.S. citizens or Legal Resident Aliens, whose business formation and principal place of business are in the US or its territories, whereby the individual minority applicants have technical expertise and experience relating to specific products and services provided by the firm as well as the authority to make day-to-day and long term business decisions for the firm. MBE certification is controlled by varying agencies across the United States, but is predominantly used by city and county agencies. Official MBE certification is required and certification requirements may vary between agencies. To obtain MBE certification, most agencies dictate caps on personal net worth for each minority applicant as well as size standards for the business.

## Subcontractor Qualification Questionnaire

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- **WBE:** "Women's Business Enterprise" is an independent business concern that is at least 51% owned and controlled by one or more women who are U.S. citizens or Legal Resident Aliens, whose business formation and principal place of business are in the US or its territories, where the individual women applicants have technical expertise and experience relating to specific products and services provided by the firm as well as the authority to make day-to-day and long term business decisions for the firm. WBE certification is controlled by varying agencies across the United States, but is predominantly used by city and county agencies. Official WBE certification is required and certification requirements may vary between agencies. To obtain WBE certification, some agencies may also dictate caps on personal net worth for each woman applicant as well as size standards for the business.
- **SBE:** "Small Business Enterprise" is similar to the definition of "SB – Small Business" except that "SB" is self-certifying and SBE requires an official certification.
- **VOB:** "Veteran Owned Business" is similar to "Veteran Owned Small Business" (VOSB), except there is no size standard.
- **DVBE:** "Disabled Veteran Business Enterprise" (also referred to as SDVBE – Service Disabled Veteran Business Enterprise) is similar to "Service-Disabled Veteran-Owned Small Business" (SD-VOSB), except there is no size standard. A DVBE automatically qualifies as a VOB.
- **HBCU/MI:** Means "Historically Black Colleges and Universities/Minority Institution". Refer to definition provided on the Small Business Self-Certification Form.
- **NHO:** "Native Hawaiian Organizations" means any community service organization serving Native Hawaiians in the State of Hawaii which is a not-for-profit organization chartered by the State of Hawaii, is controlled by Native Hawaiians, and whose business activities will principally benefit such Native Hawaiians.
- **AbilityOne:** Refer to definition provided on the Small Business Self-Certification Form.